



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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JIM REDDOCH, J.D.
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Planning & Quality Assurance Specialist II
(Lead Specialist) **NUMBER:** 15-08

JOB CODE: Q2000 **DATE:** 02/20/2015

SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8813363

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in Planning, Public Administration, Business Administration, or a human service field plus experience (24 months or more) in case management planning and research in a hospital, mental health, and/or nursing home setting, **OR** current status as a Planning & Quality Assurance Specialist I, plus experience (24 months or more) in case management planning and research in a hospital, mental health, and/or nursing home setting.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/ Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is professional work in the Quality Assurance of the Omnibus Budget Reconciliation Act of 1987 (OBRA Pre-Admission Screening Program). This position assesses screening applications to identify suspected mental illness, intellectual disability, and related conditions. If these diagnoses are identified, the employee is responsible for initiating the Level II Evaluation process with Alabama's Level II contractors. The employee will provide daily technical assistance to referral sources, state agencies, and PASRR stakeholders. Additionally, this position will teach regular PASRR training courses, process monthly non-compliance reports, provide quality assurance reviews on Level II Evaluations, provides coverage for Quality Assurance Specialists when needed, and functions as Lead Specialist in the Director's absence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of OBRA PASRR regulations. Must have the ability to comprehend, interpret, and adhere to laws and regulations, procedures, and guidance from CMS, the Medicaid Agency, Public Health, and the Department of Mental Health. Must have knowledge and understanding of psychotropic medications, mental illness diagnoses, mental illness indicators, related conditions, Alzheimer's and Dementia

diagnoses, as well as intellectual disabilities. Must have the ability to manage cases in a fast-paced, high productivity environment. Ability to plan, organize, multi-task, and prioritize heavy and consistent workloads for 67 counties. Must be able to work independently and adhere to strict processing schedules. Must have the ability to communicate effectively, orally and in writing. Must have knowledge and experience in providing stellar customer service to varied and sometimes disgruntled stakeholders. Ability to meet daily and monthly deadlines. Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals. Ability to function on behalf of the Director in her/his absence. Ability to proficiently operate a personal computer to include Microsoft Word, Excel and various applications. This position requires the ability to work flexible hours, including before and after the established work schedule; the day before and after state holidays, as well as some occasional weekend work.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/ Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: MARCH 20, 2015